



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

04 June 2025




**Regional Memorandum**  
No. 412 s. 2025

**CONDUCT OF CONSULTATIVE MEETING OF RO-SDO  
LEARNING RESOURCE PERSONNEL FOR THE  
REGIONAL SCOPING ACTIVITY**

To **Schools Division Superintendents**

1. In line with the region's continuing commitment to enhance the quality, accessibility, and contextual relevance of locally developed learning resources, the Department of Education Region IV-A CALABARZON shall conduct a Consultative Meeting of RO-SDO Learning Resource (LR) Personnel to ensure unified planning and preparation for the Regional Scoping Activity on July 3-4, 2025, at a venue to be announced in a separate advisory.
2. The activity aims to gather critical input from the field, finalize scoping tools, and ensure that all learning resource activities reflect current regional and national priorities. In addition to planning for the Regional Scoping Activity, the meeting will provide an opportunity to update LR monitoring tools, introduce a regional recognition initiative, and establish representation for SDO LR Supervisors, Librarians, and PDOs.
3. Each SDO is requested to send its LR Supervisor, Librarian, and Project Development Officer (PDO) assigned to Learning Resources to participate in the consultative meeting. All participants are also requested to complete their registration on or before June 21, 2025, through the official registration link that will be provided by the Regional Office.
4. Board and lodging of the identified participants will be shouldered by the Regional Fund, while travel expenses shall be charged against any available local funds, subject to the usual accounting and auditing rules and regulations.
5. Compensatory Time-off (CTO) or Service Credits shall be granted in lieu of the days that will fall on weekends and holidays in accordance with DepEd Order No. 53, s. 2003, Updated Guidelines on Grant of Vacation Service Credits to teachers, and CSC-DBM Joint Circular No. 2, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

6. For clarification and further inquiries, you may contact the Curriculum and Learning Management Division- Learning Resource Management Section at (02) 8681-2114 local 420.
7. Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

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